

## **3300 - COMMUNITY/ECONOMIC DEVELOPMENT DIRECTOR**

### **NATURE OF WORK**

This is highly responsible administrative and managerial work involving planning, organizing, staffing and directing the Community and Economic Development Department, including the Community Development, Economic Development and Housing Divisions, the Log Cabin Training Center, Transportation Coordination, Legislative Priorities and Asset Management. Emphasis of work is on directing managerial and technical staff in the coordination of community and economic development activities.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Collaborates with the Assistant City Manager in implementing policy directives of the City Manager and/or City Commission.

Formulates plans and directs the activities of the Department, including the Community Development, Economic Development and Housing Divisions, the Log Cabin Training Center, Transportation Coordination, Legislative Priorities and Asset Management.

Directs and coordinates all departmental activities to attain the City's established goals to improve neighborhoods.

Formulates and directs strategies for business attraction, development and retention in the City.

Formulates and directs strategies for economic revitalization in various areas of the City.

Formulates and directs strategies for Transportation Coordination and Asset Management.

Coordinates and negotiates the Department's annual budget and recommends adoption to the Assistant City Manager.

Provides advice in the formulation of the City's Legislative Priorities.

Supervises all federal and state grant programs, including the preparation of federal and state documents, including: the City's Consolidated Plan for Federal Funds, the One-Year Action Plan, the SHIP Plan and the Citizen Participation Plan.

Assigns special activities to subordinates.

Authorizes payment for the operation of the Department.

Approves employee evaluations.

Serves as liaison to designated City Boards and/or Committees.

Prepares ordinances, resolutions and memos related to Community and Economic Development for the City Commission.

Reviews and approves memoranda written by assistants to other City Departments.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of City government organization and operations.

Extensive knowledge of the principles and practices of public and business administration, management

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practices and techniques at the local level.

Extensive knowledge of supervisory principles and practices, and ability to exercise considerable initiative and independent judgement.

Ability to formulate, implement and attain organizational and departmental goals and strategies to serve the community and its economic base.

Knowledge of the policies and procedures of departmental budget preparation, monitoring, analysis and reporting.

Knowledge of the laws, rules, regulations, procedures and policies governing the administration of federal CDBG, ESG and HOME Programs, and state SHIP Program

Knowledge of demographics and statistical analysis.

Ability to establish and maintain effective working relationships with officials of community organizations and the business community.

Ability to negotiate agreements.

### **MINIMUM REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's or Master's Degree with major course work in public or business administration, economics, economic development, planning, urban studies, development or other areas of desired specialization, and considerable experience supervising and managing subordinates. Experience can substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and/or pulling.

### **SUPERVISION RECEIVED**

General direction is received from the Assistant City Manager. Work is performed under general supervision with extensive latitude for the exercise of independent judgement.

### **SUPERVISION EXERCISED**

Supervises the staff of the Community and Economic Development Department.

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